







Federal EEO Skill Employee Status Statistics by Cabinet, Department & Division - Report Instructions

This report was designed specifically for KYTC, but all agencies will have access to run the report. Provides EE information with Job/Job Title and EE category.

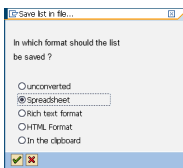
1. From the main screen, type transaction code: **ZPAR057**.
2. Click the **Enter** button  or press **Enter** to continue.
3. **Reporting Period** – Choose a period from the list.
4. There are a couple of ways to search using this report:
 - Click  to select an entire organization from the structure.
 - OR**
 - Enter selection criteria.

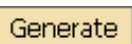

NOTE: Click the **Multiple Selection** button  to enter more than one criterion.

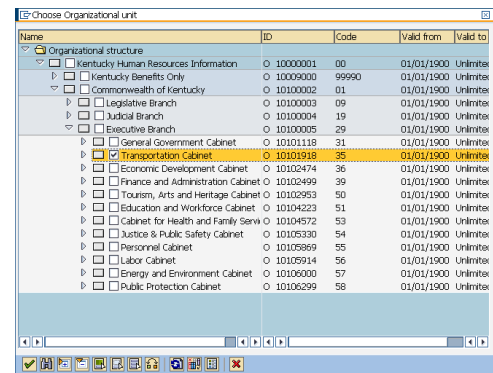
5. Click the **Execute** button  or press **F8** to execute.
6. The report displays.

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose Spreadsheet.
 - Choose the file location and type the file name.
 - Click .
7. Click the **Back** button  or press **F3** to return to exit the report.



Cabinet	Department	Division	EE Cat	EE Category Text	Job Code	Job Title	% TOTL EMP	% Total Male	% TOTL FEM	% TOTL MIB	% T
Transportation Cabinet	Department of Aviation		01	OFFICIALS & ADMINISTRATORS	20000047	Commissioner - With Ince					
					20001000	Executive's Staff Advisor					
					20001040	Deputy Commissioner					
			02	PROFESSIONALS	20001029	Program Coordinator					
			03	TECHNICIANS	20000626	Pilot II					
	Capital City Airport Div		01	OFFICIALS & ADMINISTRATORS	20001031	Assistant Director					
					20001032	Administrative Branch Man					
			02	PROFESSIONALS	20001754	Internal Policy Analyst I					
					20001027	Administrative Specialist					
					20001029	Program Coordinator					
			08	SERVICE/MAINTENANCE	20000440	Airport Rightline Attendant					
			03	TECHNICIANS	20000441	Airport Operations Superv					
					20000254	Aviation Mechanic/Inspect					
					20000625	Pilot I					
					20000628	Helicopter Pilot II					
					20001430	Transportation Engineer					
Greater Commonwealth			01	OFFICIALS & ADMINISTRATORS							